

**DEPARTMENT OF THE ARMY
U.S. ARMY MEDICAL DEPARTMENT CENTER & SCHOOL AND FORT SAM HOUSTON
Fort Sam Houston, Texas 78234-5000**

**FSH Regulation
No. 37-2**

22 June 1996

**Financial Administration
USE OF GOVERNMENT TRAVEL CHARGE CARDS
Issuance of supplements to this regulation by subordinate
commanders is prohibited, unless specifically approved by
Commander, U.S. Army Garrison, ATTN: MCGA-JA, Fort
Sam Houston, Texas 78234-5000**

1. **PURPOSE.** To establish a uniform policy regarding the use of the Government Travel Charge Cards within the U.S. Army Medical Department Center & School and Fort Sam Houston.

2. **APPLICABILITY.** This regulation applies to all military members of the Active Army, to those members of the U.S. Army Reserve (USAR) ordered to active duty; members of the 90th Reserve Support Group; members of Fifth United States Army; members of Headquarters, United States Army Medical Command; members of Brooke Army Medical Center; members of the USAR on inactive duty training (IDT); and to members of the Army National Guard (ARNG) who are under the General Court-Martial jurisdiction of the Commander, United States Army Medical Department Center & School and Fort Sam Houston or under the General Court-Martial jurisdiction of the Commander, U.S. Army Garrison, Fort Sam Houston; and to the Department of the Army appropriated and nonappropriated fund civilian employees, including USAR technicians, assigned or attached to any unit under the authority or control of the Commander, Brooke Army Medical Center; Commander, U.S. Army Medical Department Center & School and Fort Sam Houston; or the Commander, U.S. Army Garrison, Fort Sam Houston.

3. **REFERENCES.**

- a. Uniform Code of Military Justice, (10 USC 892).
- b. Joint Travel Regulation, Volume 2, Change 343, paragraphs C1100, C1102, C1250, 1 May 1994 (Civilian Personnel).
- c. Army Regulation 37-106, paragraph 5-51 and Joint Travel Regulation, Volume 1, Change 93, paragraph U4521, 1 September 1994 (Military Personnel).
- d. Federal Travel Regulations, 41 CFR 201-15.40.
- e. DoD 5500.7-R, Joint Ethics Regulation, August 30, 1993, authorized by DoD Directive 5500.7.
- f. DFAS-IN Regulation 37-1, 15 September 1995.
- g. American Express Government Program Reference Manual, 1993, The Government Card.

4. **STANDARDS.** This regulation is punitive in nature. Military personnel who violate established requirements may be subject to disciplinary action under the Uniform Code of Military Justice or other appropriate adverse administrative action. Department of the Army civilian employees who violate established requirements may be subject to adverse administrative action under applicable civilian personnel regulations and other provisions of Federal law.

5. **GENERAL.**

a. Headquarters DA has authorized the issuance of government-sponsored, contractor-issued charge cards for eligible personnel within DA. At the time of publication, the current charge card is issued by American Express; however, this regulation applies irrespective of the particular contractor. This program is discussed in DFAS-IN Reg. 37-1.

b. Government travel charge cards are generally issued to all permanently assigned military personnel who are likely to travel. The individual card program consists of three parts: the card, ATM privileges, and travelers checks that may be issued either via "ATM-In-Your-Pocket" or the traditional "purchase" method. A Personal Identification Number (PIN) is assigned with each card to provide access to an ATM under the ATM privileges. These charge cards (card or cash advances) are to be used only for official temporary duty (TDY) travel expenses (e.g., meals, transportation, lodging, taxis, rental cars, and miscellaneous business expenses) under the conditions stated in para. 6, below. Commanders/supervisors may refuse to issue cards to personnel who are unlikely or incapable of meeting their financial obligations under this program. These cards are normally imprinted with "U.S. Government, For Official Travel Use Only."

c. Cardholders are responsible for paying the contractor (American Express at time of publication) upon receipt of the monthly billing statement. The cardholder is further responsible for promptly reporting lost or stolen cards. The contractor may suspend cardholder charge privileges if payment is delinquent over 60 days, and may cancel the card when payment is delinquent over 120 days. Garnishment of cardholder salaries through the judicial process and credit bureau notification is an option for the contractor for nonpayment of accounts over 120 days delinquent. The purpose of the travel charge card is for TDY travel only. It is not authorized for PCS travel. Personnel in PCS status are not required to cancel the travel charge card; however, if the account is not transferred within 60 days after the PCS reporting date, the Agency Program Coordinator at the losing activity will cancel the account.

6. **PROHIBITIONS.**

a. Personnel will not use the government travel charge card for personal items nor pay for goods and services incident to official temporary duty (TDY) travel such as meals, lodging, rental cars, entertainment, or commercial transportation unless the charge is necessary to conduct official United States Government business.

b. The government travel charge card may be used to purchase or pay for any goods or services if:

(1) the individual is performing TDY pursuant to official orders, or

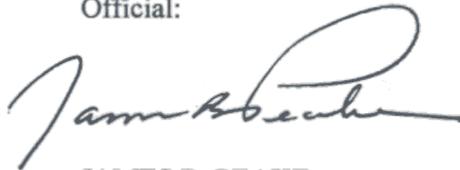
(2) the individual is at home station, and the goods or services so purchased are to be claimed as reimbursable on a Standard Form 1164 (Claim for Reimbursement for Expenditures on Official Business), whether or not such claim is ultimately paid.

c. Cardholders will not knowingly permit the use of a charge card issued in their name by any unauthorized person.

d. Notwithstanding timely payment for unauthorized purchases, any unauthorized use of this charge card for personal purposes is strictly prohibited.

The proponent of this regulation is the Staff Judge Advocate, U.S. Army Garrison, Fort Sam Houston. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Blank Forms) to the Commander, U.S. Army Garrison, ATTN: MCGA-JA, Fort Sam Houston, Texas 78234-5000.

Official:



JAMES B. PEAKE
Major General, MC
Commanding

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Agent In Charge, FSH Field Office, USACIDC, Ft Sam Houston, TX 78234-5000

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